



STATE OF CONNECTICUT
Office of Policy and Management

**OJJDP Formula II Funding
Juvenile Review Board (JRB) Grant
July 13, 2018
Application Submittal Checklist**

- Each of these documents must be completed and/or [signed](#) as indicated.
- Please convert your completed individual documents to **PDF format**.
- Please attach the individual documents (6 attachments) to one "master" e-mail submittal and send the single e-mail to: nichole.howe@ct.gov

Document No.	Description and Signature(s) Required
#1	<p>Juvenile Review Board Grant Project Application/Narrative: Please complete the project narrative in its entirety.</p> <p>Signature NOT Required</p>
#2	<p>Juvenile Review Board Grant Project Budget: Please complete the project budget spreadsheet.</p> <p>Signature NOT Required</p>
#3	<p>Authorized Signature Form: This form must be signed and dated by the city/town official that has the legal authority to accepted grant funds on behalf of the city/town.</p> <p>Signature Required: Chief Elected Official or Town/City Manager AND Town Clerk or Corporation Counsel</p>
#4	<p>Certification of Compliance/JRB Scope of Services: Scope of services and terms and conditions on accepting this award on behalf of the Juvenile Review Board.</p> <p>Signature Required: Chief Elected Official or Town/City Manager or YSB Executive Director</p>
#5	<p>Certification of Compliance/Equipment Or Controllable Property: Certification that grantee shall own any equipment or controllable property purchased with federal grant funds and must maintain a property control record for each equipment or controllable property item.</p> <p>Signature Required: Chief Elected Official or Town/City Manager</p>
#6	<p>CHRO Compliance Monitoring Report: Mandatory compliance certification for implementation of affirmative action plans, etc. regarding hiring, bidding and contracting</p> <p>Signature Required: Chief Elected Official or Town/City Manager or EEO Officer</p>
#7	<p>System for Award Management (SAM.Gov) Verification: Your annual active SAM registration MUST cover the time period through the START DATE of this Grant: September 1, 2018.</p> <p>Confirmation Required: JRB Grant Manager or Finance Director</p>